

Dallas Institute of Funeral Service
Federal Work Study Employment Approval Form

STUDENT INFORMATION

First/Middle/Last Name

Supervisor Name

Department

Supervisor Phone Number

Start Date

FEDERAL WORK STUDY TYPE

On Campus (non-research position)

Community Service/Research
(On or off campus)

On Campus Research

Off Campus Note: All off campus research positions must have an approved off campus contract in place

CHECK ALL THAT APPLY

I am a new student to the work study program at Dallas Institute of Funeral Service

I am currently on work study payroll

I have completed the FAFSA and said "Yes" to the Federal Work Study (Question #31)

FWS EMPLOYEE REQUIREMENTS

I understand if I am a new FWS student, I must complete the hiring process and submit original form(s) of ID listed on the I-9 form and sign the Code of Responsibility

If I am a new FWS student, I understand that I cannot start working until I have been hired and all documentation completed and approved

If I am a continuing FWS student, I cannot work until these forms are on file with the Office of Financial Aid

Student Signature

Date

Supervisor Signature

Date